

**Instructions for  
D-1 Monthly Remittance**  
*Public Schools and Co Ops*

**EMPLOYEE CONTRIBUTIONS**

1. **List Regular Contributory Salaries** – Found on the last page of the monthly short report, Line 1  
(*TOTAL REG CONTRIBUTORY SALARY*)
  - a. **Multiply Line 1 by 6%**
  - b. **List Regular Contributions Withheld & Remitted to ATRS** – Found on the last page of the monthly short report, Column 7 (*CONTRIB REG*)  
(Note: If Line 1a & 1b are different fill out part 1 on Explanation Sheet – MUST include SSN, Name, Amount, & Supporting documentation ex. Concise Check History)
2. **List Federal Contributory Salaries** – Found on the last page of the monthly short report, Line 3  
(*TOTAL FED CONTRIBUTORY SALARY*)
  - a. **Multiply Line 2 by 6%**
  - b. **List Federal Contributions Withheld & Remitted to ATRS** – Found on the last page of the monthly short report, Column 8 (*CONTRIB FED*)  
(Note: If Line 2a & 2b are different fill out part 2 on Explanation Sheet – MUST include SSN, Name, Amount, & Supporting documentation ex. Concise Check History)
3. **Total Employee Contributions** – Add Line 1b and 2b on Report

**EMPLOYER CONTRIBUTIONS**

4. **List Regular Contributory plus Regular Non-Contributory Salaries** – Found on the last page of the monthly short report, Add Lines 1 and 2 (*TOTAL REG CONTRIBUTORY SALARY + TOTAL REG NON CONTRIB SALARY*)
  - a. **Multiply Line 4 by 14%**
  - b. **List Regular Employer Contributions Remitted to ATRS** – Found on the last page of the monthly short report, Column 9 (*MATCH REG*). If paid by Dept. of Education Public School Fund enter **PSF** on line 4b.  
(Note: If Line 4a & 4b are different fill out part 2 on Explanation Sheet – MUST include SSN, Name, Amount, & Supporting documentation ex. Concise Check History)
5. **List Federal Contributory plus Federal Non-Contributory Salaries** – Found on the last page of the monthly short report, Add Lines 3 and 4 (*TOTAL FED CONTRIBUTORY SALARY + TOTAL FED NON CONTRIB SALARY*)
  - a. **Multiply Line 5 by 14%**
  - b. **List Federal Employer Contributions Remitted to ATRS** – Found on the last page of the monthly short report, Column 10 (*MATCH FED*)  
(Note: If Line 5a & 5b are different fill out part 2 on Explanation Sheet – MUST include SSN, Name, Amount, & Supporting documentation ex. Concise Check History)
6. **Total Employer Contributions** – Add Line 4b and 5b on Report
7. **Total Due This Report** – Add Line 3 and Line 6 on Report
8. **Please List Check(s) Below** – Fill in Table with Check #, Amount, and Total

***A copy of your APSCN Short Report must  
be attached to this form & submitted electronically***